

# OFFICE OF INFORMATION PRACTICES

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## SUNSHINE LAW PUBLIC MEETING NOTICE CHECKLIST

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Notice Includes:

- ☐ Date ☐ Place
  - ☐ Time ☐ Agenda of all items to be considered
  - ☐ If an executive meeting is anticipated in advance, state purpose
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Filing Notice:

- ☐ 6 calendar days prior to meeting

File at:

- ☐ Lieutenant Governor's Office (State) or County Clerk (county)
  - ☐ Board's office
  - ☐ Site of meeting when feasible
  - ☐ Mailing list
  - ☐ [www.ehawaii.gov](http://www.ehawaii.gov) (optional)
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Meeting Cancelled for Late Filing of Notice:

- ☐ Notice canceling meeting posted at meeting site
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Special Instructions for Emergency Meetings (in lieu of above):

- ☐ File emergency agenda and board's findings (less than 6 days filing of notice okay)
- ☐ Persons on mail list contacted by mail or telephone ASAP